



1700

HUMAN RESOURCES

HR Forum
Aug. 13, 2020

Accounting Offices
P Card Department
Employee Training
Payroll
Purchasing
EOD and Client Services
Bursar Office

AGENDA

- Welcome and Updates
- Future Forums/Forum Schedule
- Update to Minimum Wage Changes
- Evaluation of Pay Practices
- Benefits “Alpha Sort” Customer Service Support
- Benefits Online Fillable Forms and Document Upload
- “Out of the Darkness” Virtual Team Walk
- EOD Virtual Programs
- COVID-19 Resources

HR STAFF CHANGES

- **Farewell**

- Becka Myers, HR Professional Intern
- Aaron Ochoa, HR Professional Intern
- Student Employees (6)
- Temp Employees (2)

PRESENTATIONS



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FUTURE FORUMS

Amber Bailey, Strategic Support Manager
HR Administration

FORUM SCHEDULE

- Traditional Schedule:
 - Six times per year: **Feb. | April | June | Aug. | Oct. | Dec.**
 - Tuesdays and Thursdays, 10:30-11:30 a.m.
- Due to the ban on mass gatherings and the long road ahead to group gatherings we are proposing:
 - Continue with six meetings per year on same months
 - Hold only one meeting and broadcast online
 - Requesting your feedback on day and time of meeting
- Although we are remote, we are still here for you.
 - Ask questions during online broadcast- Enter questions in chat box
 - Request after meeting discussion in chat and HR rep will follow up
- We will evaluate future in-person gatherings as situation changes



QUESTIONS?

Amber Bailey, HR Administration

baileya@unm.edu



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UPDATE TO MINIMUM WAGE

Tiffany Heineman, Sr. Compensation Specialist
HR Compensation

UPDATE TO MINIMUM WAGE

In 2019, the NM legislature amended the NM Minimum Wage Act, enforcing annual increases to the state minimum wage, as follows:

Effective Date	Minimum Wage Requirement
Jan. 1, 2020	\$9.00 per hour
Jan. 1, 2021	\$10.50 per hour
Jan. 1, 2022	\$11.50 per hour
Jan. 1, 2023	\$12.00 per hour

The University is preparing to implement changes that will ensure compliance with the 2021 minimum wage rate. Departments are encouraged to work proactively to ensure compliance through 2023.

UPDATE TO MINIMUM WAGE

Grade	MINIMUM			1st QUARTILE			MIDPOINT			3rd QUARTILE			MAXIMUM		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
3	9.00	1,560.00	18,720.00	10.53	1,824.33	21,892.00	12.05	2,088.67	25,064.00	14.46	2,506.40	30,076.80	16.87	2,924.13	35,089.60
4	9.04	1,566.52	18,798.20	10.84	1,870.60	22,555.15	12.65	2,192.67	26,312.00	15.18	2,631.20	31,571.40	17.71	3,069.73	36,836.80
5	9.49	1,644.85	19,738.21	11.39	1,974.23	23,690.70	13.29	2,303.60	27,643.20	15.95	2,763.80	33,165.60	18.60	3,224.00	38,688.00
6	9.96	1,727.14	20,725.71	11.96	2,072.57	24,870.86	13.95	2,418.00	29,016.00	16.74	2,901.60	34,819.20	19.53	3,385.20	40,622.40
7	10.23	1,773.78	21,285.33	12.79	2,217.22	26,606.67	15.35	2,660.67	31,928.00	17.91	3,104.11	37,249.33	20.47	3,547.56	42,570.67
8	11.25	1,950.58	23,406.93	14.07	2,438.22	29,258.67	16.88	2,925.87	35,110.40	19.69	3,413.51	40,962.13	22.51	3,901.16	46,813.87
9	12.38	2,145.87	25,750.40	15.48	2,682.33	32,188.00	18.57	3,218.80	38,625.60	21.67	3,755.27	45,063.20	24.76	4,291.73	51,500.80
10	13.62	2,360.80	28,329.60	17.03	2,951.00	35,412.00	20.43	3,541.20	42,494.40	23.84	4,131.40	49,576.80	27.24	4,721.60	56,659.20
11	17.10	2,964.00	35,568.00	18.73	3,245.67	38,948.00	22.47	3,894.80	46,737.60	26.22	4,543.93	54,527.20	29.96	5,193.07	62,316.80
12	18.46	3,199.73	38,396.80	21.53	3,732.62	44,791.42	25.84	4,478.93	53,747.20	30.15	5,225.42	62,705.07	34.45	5,971.91	71,662.93
13	19.81	3,434.31	41,211.73	24.77	4,292.89	51,514.67	29.72	5,151.47	61,817.60	34.67	6,010.04	72,120.53	39.63	6,868.62	82,423.47
14	22.83	3,956.33	47,476.00	28.50	4,940.43	59,285.20	34.18	5,924.53	71,094.40	39.88	6,911.96	82,943.47	45.57	7,899.38	94,792.53
15	27.34	4,738.93	56,867.20	34.18	5,923.67	71,084.00	41.01	7,108.40	85,300.80	47.85	8,293.13	99,517.60	54.68	9,477.87	113,734.40
16	32.81	5,687.64	68,251.73	41.02	7,109.56	85,314.67	49.22	8,531.47	102,377.60	57.42	9,953.38	119,440.53	65.63	11,375.29	136,503.47
17	39.37	6,824.71	81,896.53	49.22	8,530.89	102,370.67	59.06	10,237.07	122,844.80	68.90	11,943.24	143,318.93	78.75	13,649.42	163,793.07
18	47.25	8,189.42	98,273.07	59.06	10,236.78	122,841.33	70.87	12,284.13	147,409.60	82.68	14,331.49	171,977.87	94.49	16,378.84	196,546.13
19	56.69	9,826.84	117,922.13	70.87	12,283.56	147,402.67	85.04	14,740.27	176,883.20	99.21	17,196.98	206,363.73	113.39	19,653.69	235,844.27
20	68.03	11,792.44	141,509.33	85.04	14,740.56	176,886.67	102.05	17,688.67	212,264.00	119.06	20,636.78	247,641.33	136.07	23,584.89	283,018.67

Status updates and helpful information published at hr.unm.edu/minimum-wage-changes

UPDATE TO MINIMUM WAGE



The Division of HR will:

- ✓ Meet with leaders and HR Agents to discuss impact to Level 3 organizations
- ✓ Consult on new hires hired below \$10.50/hour
- ✓ Work with departments utilizing classifications impacted by salary structure changes
- ✓ Engage the respective collective bargaining units regarding changes
- ✓ Communicate with impacted employees
- ✓ Implement changes Jan. 1, 2021
- ✓ Proceed with preparations to ensure compliance in 2022 and 2023

EVALUATION OF PAY PRACTICES

Keri Baca, Sr. Compensation Specialist
HR Compensation

EVALUATION OF PAY PRACTICES

In December 2019, UNM engaged an external consultant – Huron Consulting Group – to evaluate our pay practices at the institution.

Huron conducted an analysis of:

- Pay practices at peer institutions
- Turnover, time-to-fill, pay differences, and market-based factors unique to Academic Medical Centers
- UNM's salary administration practices and structure, including an in-depth look at equity
- UNM's Compensation Philosophy



EVALUATION OF PAY PRACTICES



Based on Huron's recommendations, HR Compensation is formulating a project plan to implement the following:

- A **Salary Placement and Equity Tool** to enhance effective salary decisions and ensure consistency with equity adjustments for compensation-related actions
- **Changes to Compensation Guidelines and University Policy** to ensure alignment between University processes and best practices
- An **analysis of Non-Clinical HSC Classifications** to identify areas of higher complexity and market-driven pay differences
- Updates to the **UNM Compensation Philosophy** to capture industry-leading practices

EVALUATION OF PAY PRACTICES

These efforts are long-term and will likely not be entirely completed until late 2022.

In the meantime, your organization can:

- Evaluate your **internal pay practices**
- Ensure you have accurate **education and work experience information** on file for your employees
- Utilize the **salary ranges** as you make decisions about employee salaries
- Reach out to your HR Consultant and/or HR Compensation to discuss how your organization can **align with the upcoming changes**



PREVIOUS PRESENTATIONS

- **Minimum Wage**

- Webpage: hr.unm.edu/minimum-wage-changes
- July 28 Special HR Agents Meeting
 - [Presentation](#)
 - [Video Recording](#)

- **UNM Staff Pay Practice Study**

- Web page: hr.unm.edu/staff-pay-practice-study
- August 5 HR Agents meeting with Huron
 - [Presentation](#)
 - [Video Recording](#)



QUESTIONS?

HR Compensation

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“ALPHA SORT” CUSTOMER SERVICE SUPPORT

Sarah Giese, Sr. Benefits Specialist
Benefits & Employee Wellness



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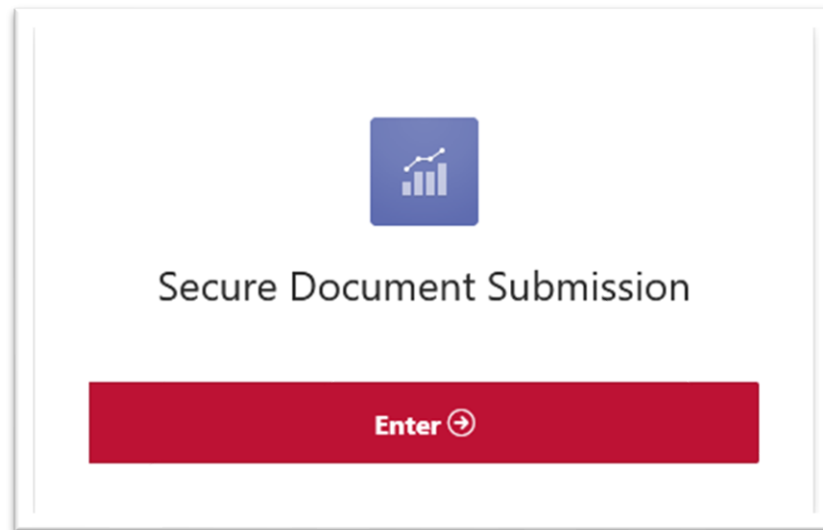
BENEFITS & EMPLOYEE WELLNESS REMAINS OPEN FOR BUSINESS!

- Benefits & Employee Wellness is supporting our staff & faculty, retirees and student health remotely during regular business hours, 8 a.m. – 5 p.m.
- Updated support includes three dedicated Benefits representatives, servicing by alphabetical order of last name:
 - **Jane Brantley:** A, D, L – Q
 - **Lana Robinson:** B, E – K, X – Z
 - **Laverne Brooks:** C, R - W
- Also, find our complete contact information on the HR website at hr.unm.edu/contact-unm-human-resources
- Email us at: hrbenefits@unm.edu

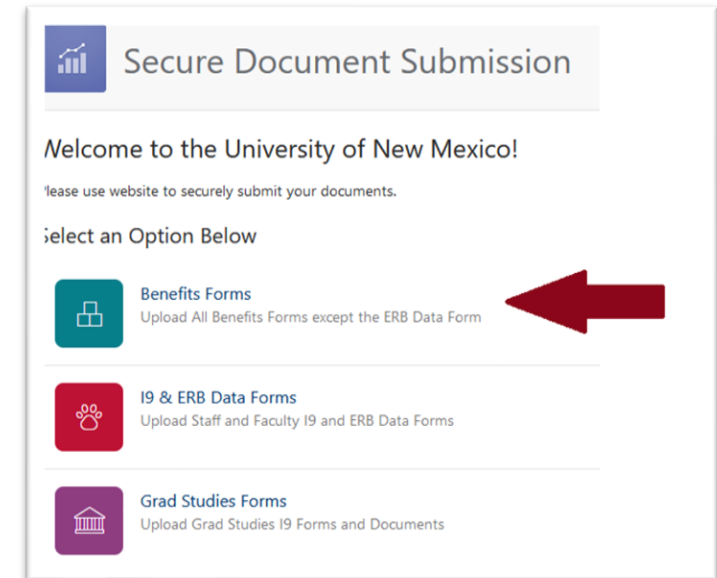
BENEFITS FORMS & DOCUMENT SUBMISSION

Submitting Benefits Forms and Documents just got easier!
Enrollment forms are now *fillable* and are located on our [Enrollment](#) webpage
Submit via Secure Document Upload website: hr.unm.edu/upload

1.



2.



3. Log in with your NetID and password and upload

Benefits-related forms and documents can also be submitted via fax to 505-277-2278



Questions?

hrbenefits@unm.edu

SUICIDE AWARENESS WEEK

Vanessa Roybal, Health Education Consultant
HSC Wellness

OUT OF THE DARKNESS (VIRTUAL) WALK

- On September 14 – 19, you and your employees can walk on your own timeline to support suicide awareness
- Register to raise money toward New Mexico Suicide Awareness
- A giveaway will be provided to the first 200 registrants!
- Take a picture while walking and add it to a personal social media page with #TogetherToFightSuicide
- Join our [TEAM NOW!](#)



**American
Foundation
for Suicide
Prevention**





QUESTIONS?

Vanessa Roybal, Health Education Consultant

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EOD VIRTUAL PIVOT + PROGRAMS

Kate Williams, EOD Consultant
Employee & Organizational Development (EOD)

EOD VIRTUAL SERVICES AVAILABLE

We are pleased to offer **ALL** of our existing services and facilitations, redesigned and reimagined to take place virtually, as well as new offerings to support the needs of our colleagues, including hosting engaging Zoom meetings and thriving during times of rapid change.

Contact our office today to learn how we can support you and your team in any of the following areas:

- Consulting for individuals and teams
- Strengths-based coaching for individuals and teams
- Virtual facilitations
- Virtual team building
- Support for managers+ supervisors/employees working remotely
- Professional development, including our Career Pathways professional development series
- Virtual trainings
- Virtual strategic planning
- Leveraging Zoom for engaging and dynamic presentations/meetings

ULEAD ONLINE + CAREER PATHWAYS

- ULead Online is a **6-week virtual program** that blends synchronous learning with self-paced online learning via a learning management system.
 - Cohort 1 is full, but Cohort 2 (Oct. 12-Nov. 20) has seats available.
 - Visit hr.unm.edu/ulead to learn more, view the schedule, and apply
- Career Pathways is a **self-paced, build your own** professional development opportunity for staff. Choose from 4 pathways, and complete 5 courses (3 core, 2 elective) over a **one year** period.
 - Visit the [Career Pathways webpage](#) or contact EOD for more information about getting started!



QUESTIONS?

Kate Williams | kwill07@unm.edu



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COVID-19 RESOURCES

Kathy Agnew, Executive Director
Client Services

COVID-19 RESOURCES

Resources recently released or commonly used:

- [Return to Campus - Staff Guide for Main and Branch Campuses](#)
- [Return to Campus – Department Guide](#)
- [Facilities Guide](#)
- [Bringing Back the Pack – Return to Work Training](#)
- [Daily Symptom Screening](#)
- [Self-Reporting](#)
- [Hold on Staff Personnel Action Processing](#)

Questions about any of these or others?





QUESTIONS?

Kathy Agnew, Client Services
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QUESTIONS?



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THANK YOU!

Accounting Offices
P Card Department
Employee Training
Payroll
Purchasing
EOD and Client Services
Bursar Office